

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone:(404) 656-2817 WEBSITE: http://www.sos.ga.gov/© 2015 PCC Technology Group. All Rights Reserved. Version 1.4.1

Step by Step User Guide on how to file your Annual Registration

eCorp.sos.ga.gov

Welcome to the new intuitive Corporations Division website for you to file your Annual Registration

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eCorp.sos.ga.gov

What you need to know to file an Annual Registration for a Corporation (Profit, Nonprofit, Professional Corporation)

- Control number or the name of the corporation
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Name and address of each officer (CEO, CFO, Secretary)
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

What you need to know to file an Annual Registration for a **Limited Liability Company (LLC)**

- Control number or the name of the LLC
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

What you need to know to file an Annual Registration for a Limited Partnership (LP,LLP,LLLP)

- Control number or the name of the partnership
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the partnership)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

Filing Options for you:

One Click Annual Registration—File annual registration without making changes and without logging in. Filer will receive an email with a copy of the filed annual registration and a receipt of payment. Entity must be current on all annual registration fees in order to use One Click Annual Registration.

Express Annual Registration—File annual registration with or without making changes and without logging in. Filer will receive an email with a copy of the filed annual registration and a receipt of payment.

Online Services— File annual registration with or without making changes after logging into eCorp. Filer will be able to review all filings and receipts in the filer's dashboard, and the annual registration and receipt will also be emailed to the filer.

Print Annual Registration Form— File annual registration form by **printing out the form** and mailing the completed form and payment with a check or money order.

Payment Options for you:

Credit Card- Visa, Master Card, American Express or Discover

Check

Certified Bank Check

Money Order

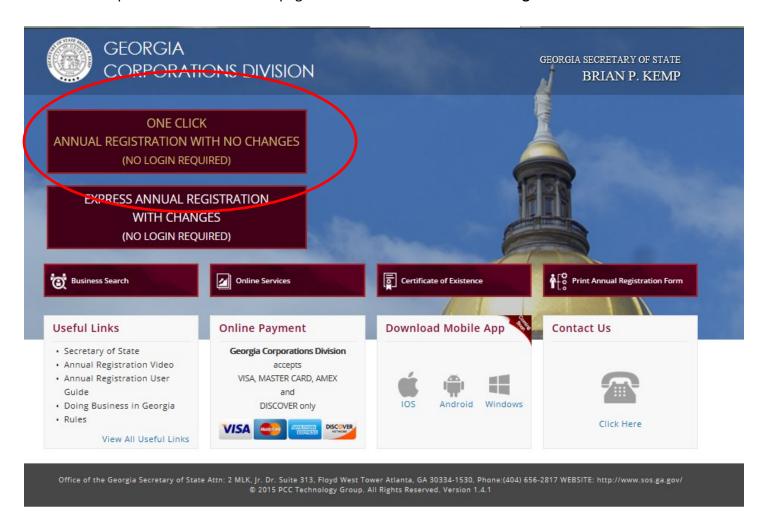
We do not accept cash for payments. Checks that are dishonored by your bank are subject to a \$30.00 NSF charge. Failure to honor your payment could result in a civil suit against you and/or your entity may be administratively dissolved or revoked by the Secretary of State.

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What you need to know

One Click Annual Registration without any changes

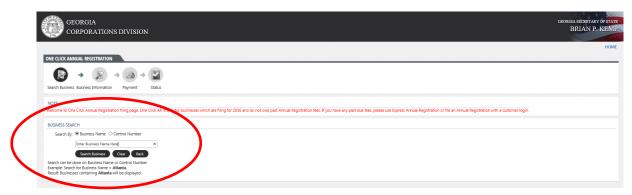
From the Corporations Division home page click on the One Click Annual Registration button.



From the One Click Annual Registration page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

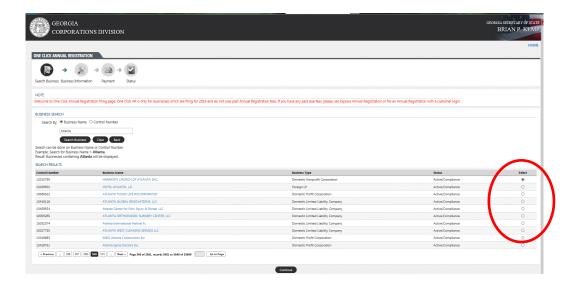
Enter the Business Name or Control Number into the appropriate empty field.

Click the Search Business button.



One Click Annual Registration without any changes

The Search Results will display. Select the radio button in the row for the correct entity and click the **Continue** button.



From this page you can review the Business Information.

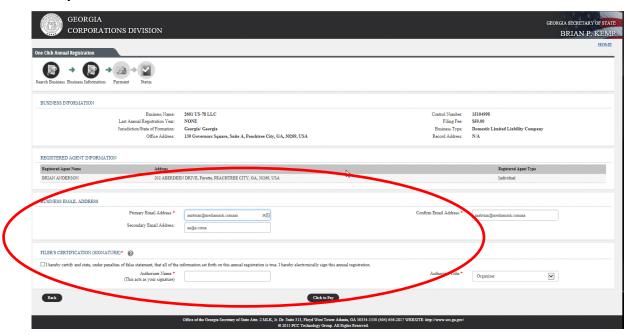
If you see that changes do need to be made, you will need to navigate back to the Home Page and select the Express Annual Registration button to file an annual registration without logging in or select Online Services and log in to file an annual registration. You are able to validate/update your email address.

Check the box certifying your statement is true.

Enter the **Authorizer Name** in the required field.

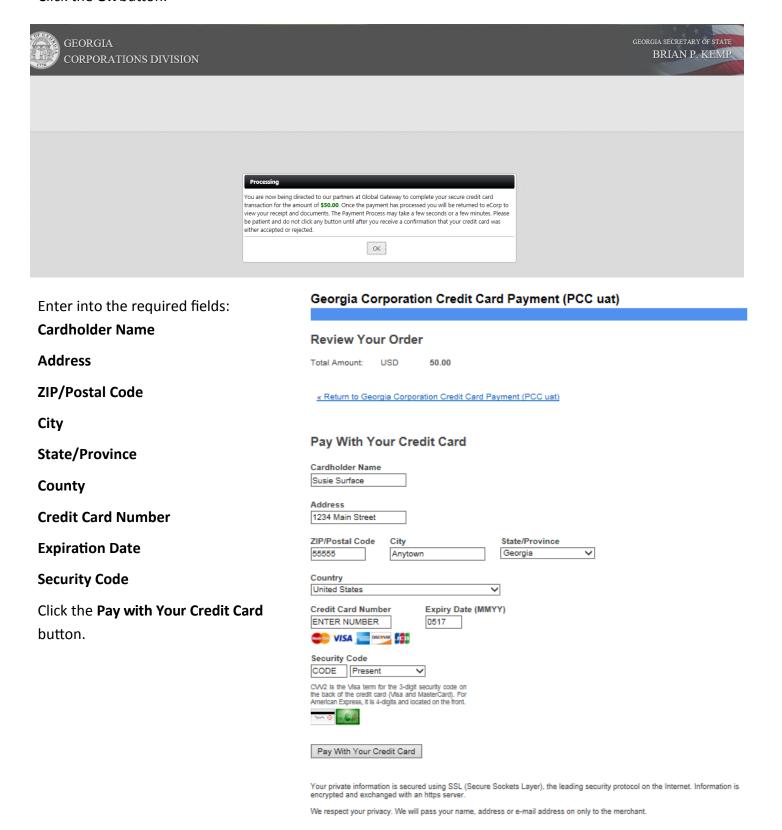
Select Authorizer Title from the choices in the dropdown.

Click the Click to Pay button.



The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the OK button.



Secure Payment provided by First Data Corp.

The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.

Georgia Corporation Credit Card Payment (PCC uat)

Please stand by while your payment is processed Please do not press the back button or close your browser

*

After successful completion of your payment, the Status screen will display with a success message and a Control Number.

An email receipt will be sent to the email address provided.

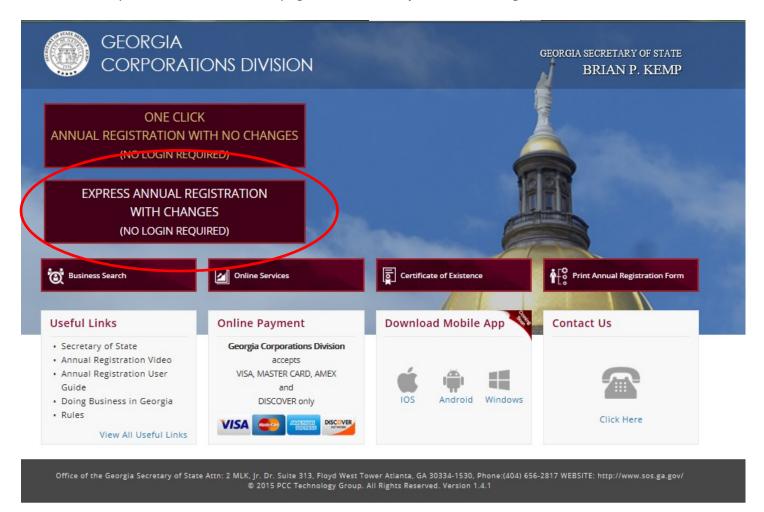


Click the **Done** button to return to the Home Page.

You are done. You have filed your Annual Registration...see you again same time next year.

Express Annual Registration with changes

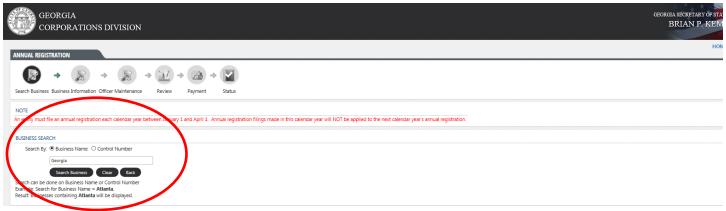
From the Corporations Division home page click on the Express Annual Registration button.



From the **Express Annual Registration** page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

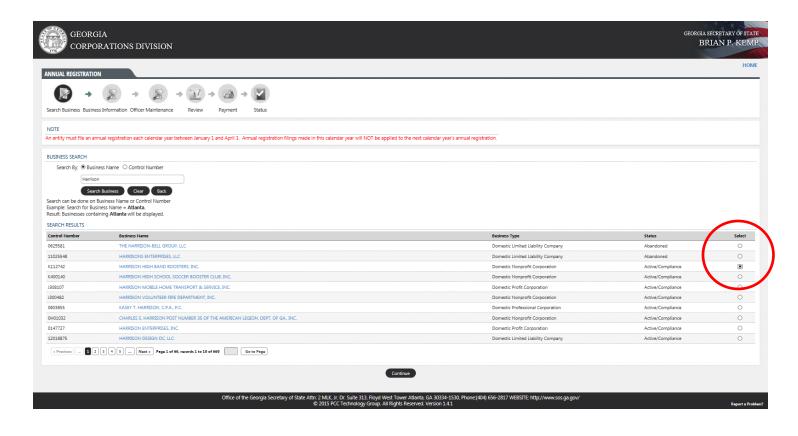
Enter the Business Name or Control Number into the empty appropriate field.

Click the Search Business button.



The Search Results will display.

Select the radio button in the row for the correct entity and click the **Continue** button.



From this page you can review and edit the **Business Information**.

The **Registered Agent Name** will pre-populate. Review and change/edit if necessary.

The **Principal Office Address** will pre-populate. Review and change/edit if necessary.

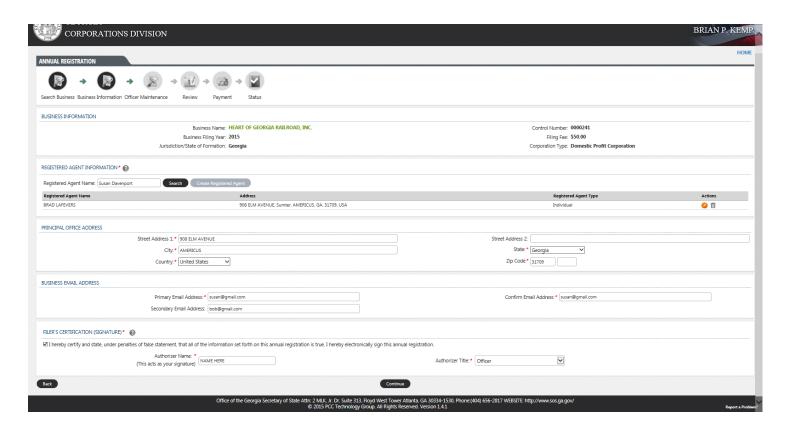
The **Business Email Address** on file will pre-populate. Review and change/edit if necessary. You also have the option on entering a secondary email address.

Check the box certifying your statement is true.

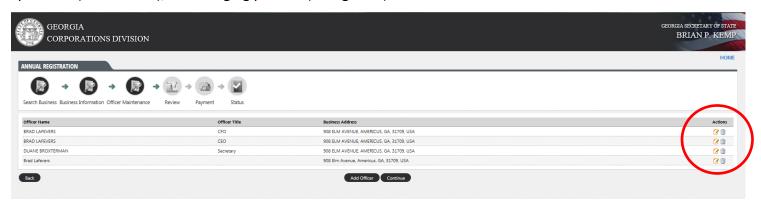
Enter the **Authorizer Name** in the required field.

Select **Authorizer Title** from the choices in the dropdown.

Click the **Continue** button.



Depending on your entity type the next page may be an **Officer Maintenance**, **General Partner Maintenance**, or **Managing Partner Maintenance** page where you can review and edit officers (for corporations), general partners (LP and LLLP), or managing partner (foreign LLP).



To **delete** an officer or managing partner click on the trash can in the Actions column.

You will receive a pop up message asking you to confirm that you DO want to delete.



To **edit** the information of a principal (i.e an officer, general partner, or managing partner) click on the pencil of icon in the Actions column. For the general partner of an LP or LLLP, you may only edit the general partner's address on an annual registration.

You will receive a pop up window that allows you to edit the principal's information.

Click the **Save** button to save any changes/edits you make.

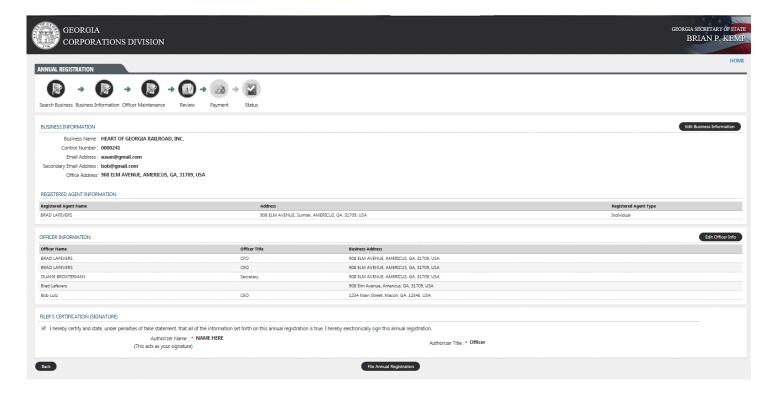


To add an officer or managing partner click the **Add Officer** (or **Add Managing Partner**) button. The Create Officer (or Create Managing Partner or Create Manager) pop up window will display.

Enter the required fields and click the Save button.

Review the Maintenance information and click the **Continue** button.



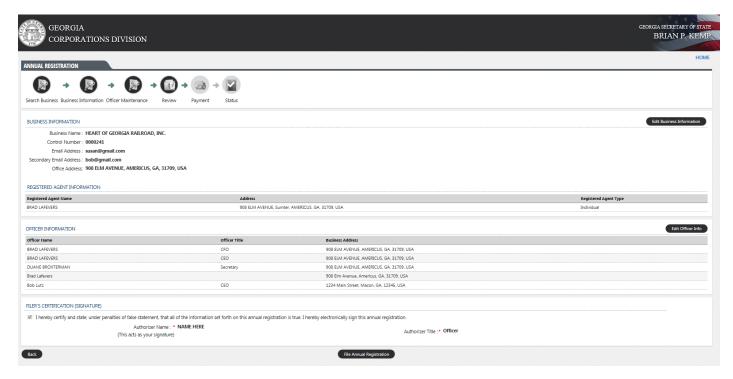


Next will be the **Review** page. Please review all of the information for accuracy.

If there are changes/edits that need to be made in the Business Information section, simply click on the **Edit Business Information** button and make the changes.

If there are changes/edits that need to be made in the Officer Information, General Partner, Managing Partner, or Manager section, simply click on the **Edit Officer Information** button and make the changes.

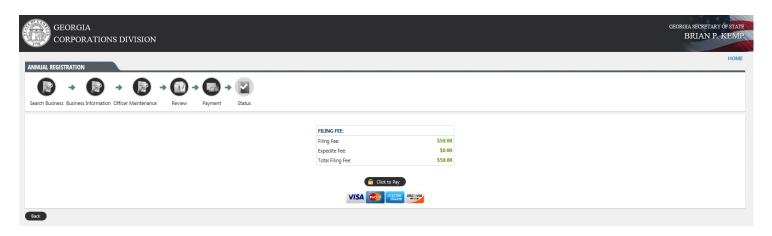
When you have reviewed and all of the information is correct, click the **File Annual Registration** button.



Express Annual Registration with changes

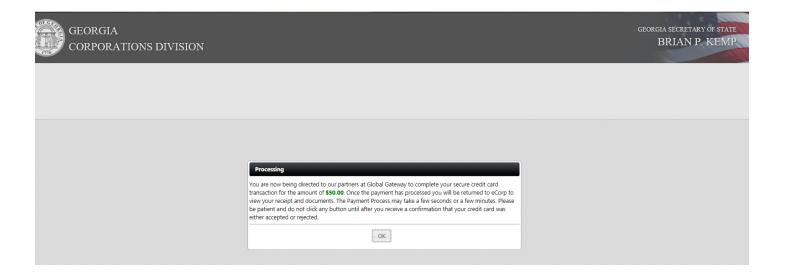
Your Filing Fee will display.

Click the Click to Pay button.



The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the **OK** button.



Enter into the required fields: **Cardholder Name Address ZIP/Postal Code** City State/Province County **Credit Card Number Expiration Date Security Code** Click the Pay with Your Credit Card button. Georgia Corporation Credit Card Payment (PCC uat) **Review Your Order** Total Amount: USD 50.00 « Return to Georgia Corporation Credit Card Payment (PCC uat) Pay With Your Credit Card Cardholder Name Ronald Toombs Address 1234 Star Lane ZIP/Postal Code City State/Province 5555 Savannah Georgia Country United States Credit Card Number Expiry Date (MMYY)
ENTER NUMBER 1518 VISA DISCOVER Security Code 1234 Present V CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Secure Payment provided by First Data Corp.

Express Annual Registration with changes

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Pay With Your Credit Card

The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.

Georgia Corporation Credit Card Payment (PCC uat)

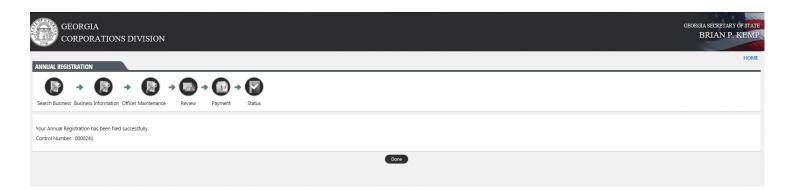
Please stand by while your payment is processed Please do not press the back button or close your browser

*

After successful completion of your payment, the Status screen will display with a success message and a Control Number.

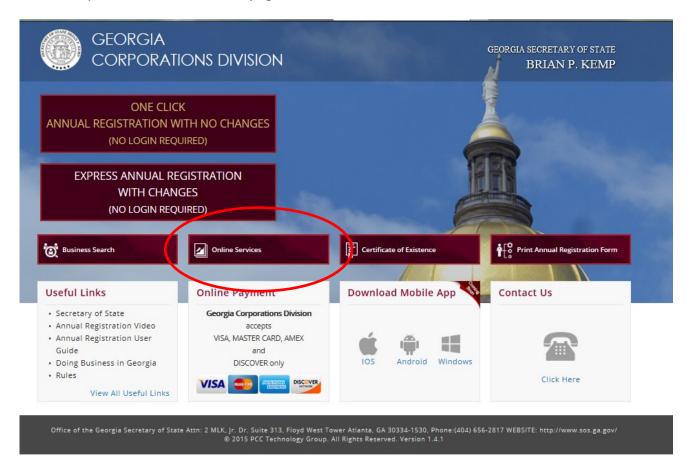
An email receipt will be sent to the email address provided.

Click the **Done** button to return to the Home Page.



Online Services

From the Corporations Division home page click on the **Online Services** button.



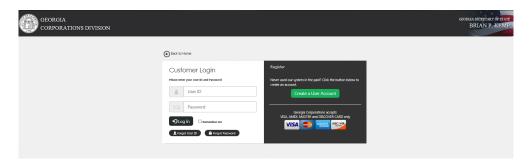
If you currently have a Customer Log In you will enter your **User ID** and **Password** in the required fields.

Don't worry if you have forgotten your User ID or Password. You can click on the **Forgot** buttons for assistance.

Just a reminder—this is a NEW system, so if you had a User ID and Password in cGov it will not be stored in eCorp, you will need to create a new account.

After you have entered your User ID and Password click the **Log In** button.

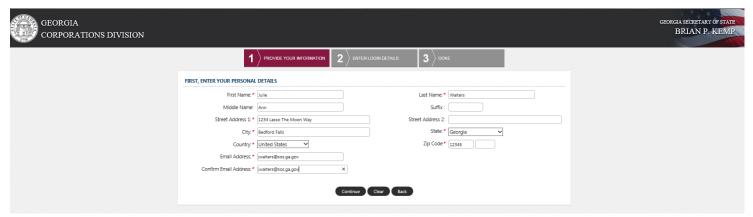
If you do not have an account and want to set one up click the green **Create a User Account** button in the **Register** box.



Online Services

Creating an Account

After clicking on the green Create a User Account button, the **Provide Your Information** page will display. Enter the information in the required fields:



First Name

Last Name

Middle Name and Suffix (not required)

Street Address

City

State

Country

Zip Code

Email Address and Confirm Email Address (must match)

Click the Continue button.

From the next screen you will create your User ID, Password and security question.

Choose Your User ID

Enter your **Desired ID**. Your User ID can only have letters and/or numbers and must be between 8-32 characters. If your Desired ID is available, your User ID will display in green and alert you that your choice is available. If your Desired User ID is not available, a message will display to alert you that your choice is not available and ask you to choose a different User ID.

Choose Your Password

Enter what you want your **password** to be. You will re-enter the same password in the second field for confirmation.

Choose A Security Question

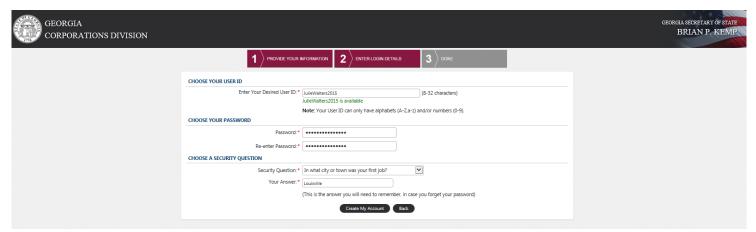
Select a **Security Question** from the choices in the drop down.

Enter your answer to this Security Question in the Your Answer field.

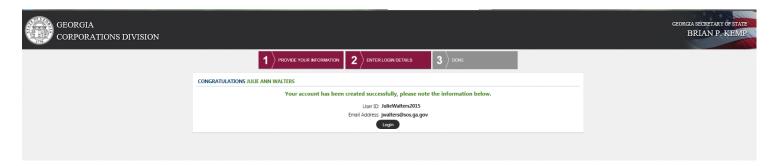
The Security Question is used when you forget your Password or User ID and are requesting it, so make sure you select a question you will remember the answer to.

If you think you will not remember any of these or do not really like them, you can select the Others option in the dropdown and create your own Question.

Click the **Create My Account** button.



You will receive the **Congratulations** screen that displays your User ID and Email Address.



You will also receive a email letting you know you have successfully registered and created an account.

To Log In and take advantage of online services offered, click the **Log in** button.

From Online Services you have the options of:

Business Search

Create or Register a Business

File Annual Registration

Name Reservation

Certificate of Existence

Certified Copies

Business Amendment-Name Change Only

Print Annual Registration Form

Coming Soon— in the near future you will also be able to do the following Online services:

Reinstate an Entity

One Click Annual Registration

Verify a Certificate

Dissolve/Terminate/Withdraw

Registered Agent Resignation

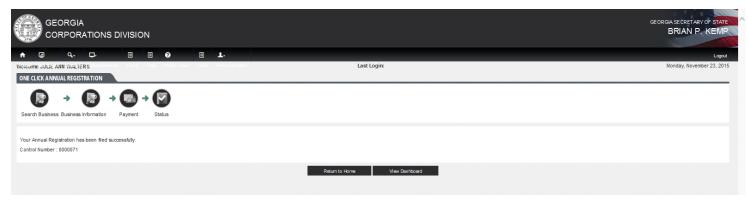
Officer Resignation

Apply for a Video Franchise

Once you are logged in you can file your Annual Registration by selecting either One Click Annual Registration without changes (see pages 5-8) or Express Annual Registration with changes (see pages 9-16).

After your complete the successful filing you can navigate to **Return to Home** or **View Dashboard**.

When you click on the **View Dashboard**, your Dashboard will display.



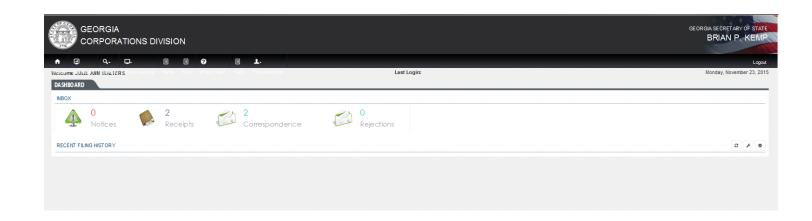
From your **Dashboard** at a glance you can review:

Notices

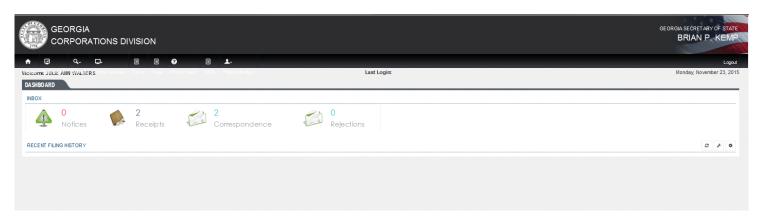
Receipts

Correspondence

Rejections



Navigating the top task bar allows the user to navigate to the following:



Return to home

Dashboard

Business Search

Business Formation

Annual Registration

Business Amendment Name Change

Name Reservation

Certificate of Existence

Certified Copies

Print Annual Registration Form

One Click Annual Registration

Forms

Fees

What's New

FAQs

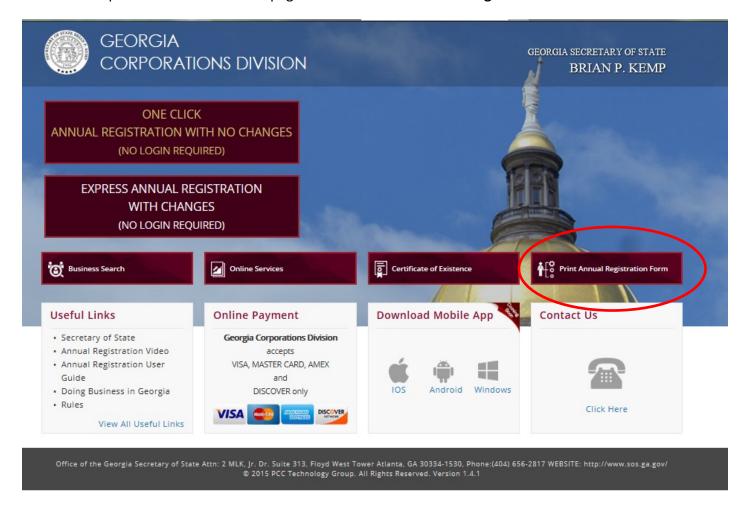
Change Account Information

Change Password

To log out of the system, simple select **Logout** in the top right of the screen.

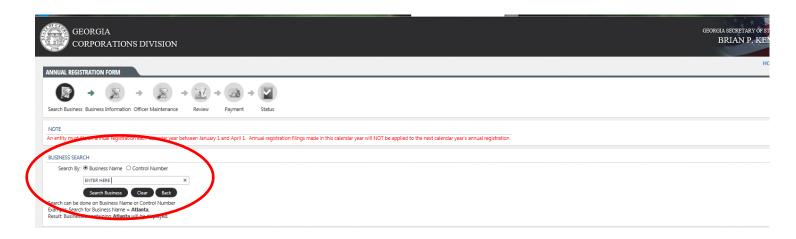
Print Annual Registration Form

From the Corporations Division home page click on the Print Annual Registration Form button.



From Annual Registration Form page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

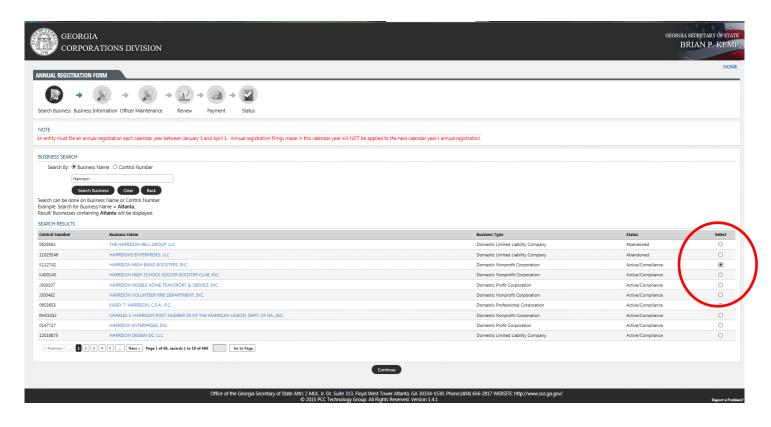
Enter the Business Name or Control Number into the appropriate empty field.



Print Annual Registration Form

The Search Results will display.

Select the radio button in the row for the correct entity and click the **Continue** button.



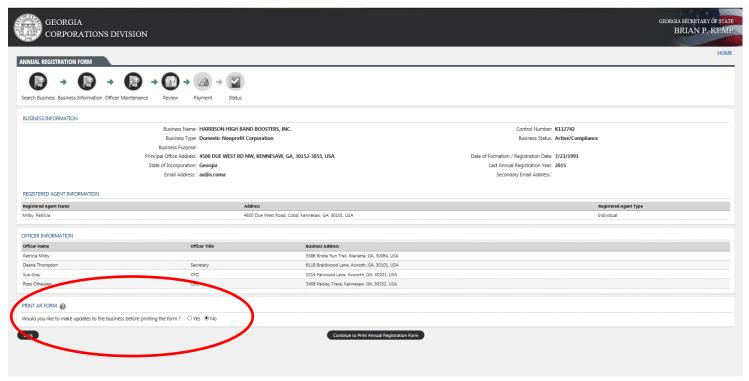
On this page the entity's information pre-populates and you can review **Business Information**.

You will notice at the bottom the question "Would you like to make updates to the business before printing the form?" The answer defaults to No.

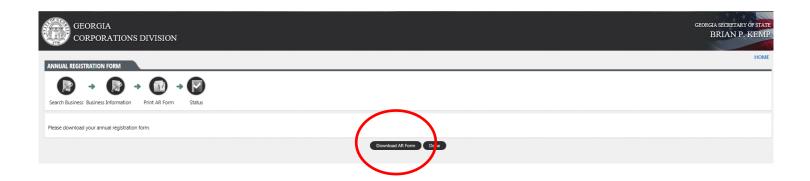
Review the information.

If there are changes that need to be made, select the radio circle beside Yes and click the **Continue** button. You will then be able to make changes/edits as described on pages 11-13.

If no changes need to be made or if you wish to hand write in changes, click the **Continue to Print Annual Registration Form** button.



Click the **Download AR Form** button.



Print and mail the Annual Registration form with total due payment to the Office of Secretary of State, 2 MLK Jr. Drive, 313 West Tower, Atlanta, Georgia 30334. Envelope must be postmarked by April 1, 2016.



STATE OF GEORGIA

2016 Annual Registration

OFFICE OF THE SECRETARY OF STATE 2 Martin Luther King Jr Dr.

2 Martin Luther King Jr Dr 313 West Tower Atlanta, Georgia 30334

Information on record as of: 01/05/2016

Entity Control No. K112742 Amount Due:\$30 HARRISON HIGH BAND BOOSTERS, INC. 4500 DUE WEST RD NW, KENNESAW, GA 30152

Amount Due AFTER April 01, 2016 \$45

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration each year by April 1. Amount due for this entity is indicated above and below on the remintance form. Annual registration fee is \$30. If amount is more than \$50.00, the total reflects amount(s) due from previous year(s) and any applicable late fee(s). If your annual registration and payment are not postmarked by 0.4/01/2016 you will be assessed a \$25.00 late filing penalty fee.

Entity Name	Address	City		Zip
HARRISON HIGH BAND BOOSTERS, INC.	4500 DUE WEST RD NW	KENNESAW	GA	30152- 3855
AGT: Milby, Patricia	4500 Due West Road	E.	GA	30101
: Patricia Milby	3386 Brid un T	(fa)	1	064
Secretary: Deana Thompson	6118 H	III.		01
CFO: Sue Gray	014 Fa a	Wo		30101
CEO: Ross Olban	18 Pai	wo ne		30152

BOZINFO A HA A D, E MINT CORRECTIONS BELOW:

Bus Addr:HA BOOSTERS, INC AGT:				
Secretary: CFO:				
CEO:				
I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS FORM AND THAT THE INFORMATION IS TRUE AND CORRECT.	P.O. BOX NOT ACCEPTABLE FOR REGISTERED AGENT'S ADDRESS	COUNTY OF REGISTERED OFFICE:	COUNTY CHANGE OR CORRECTION	
AUTHORIZED SIGNATURE:		Date: 04/01/2016		Total Due:
Title:	Email:	·		\$30

BR201 2016 Annual Registration

For faster processing, we invite you to file your annual registration online with a credit card at www.sos.ga.gov/corporations/.
Alternatively, you may mail your annual registration in by submitting the above portion of this remittance with a check or money order payable to "Secretary of State." Counter or starter checks will not be accepted by our office. We cannot accept cash for payment. Checks that are dishonored by your bank are subject to a \$30.00 NSF charge. Failure to honor your payment could result in a civil suit filed against you and/or your entity may be administratively dissolved by the Secretary of State.

Information currently of record is listed above. Please verify this information including the "county of registered office." If correct and complete, please sign and return with payment. Or, enter changes as needed and submit. Any person authorized by the entity to do so may sign and file an annual registration (including online filing). Note: Registered agent address must be a street address in Georgia where the agent may be served personally. A mail drop or P.O. Box does not comply with Georgia law for registered office. P.O. boxes may be used for principal office and officer/general partner addresses.

Please return original form above and applicable fee(s). For more information on annual registrations or to file online, visit www.sos.ga.gov/corporations/, or call 404-656-2817.

Print Annual Registration Form

Frequently Asked Questions

Who files an Annual Registration?

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103.

When must an Annual Registration be filed?

January 1, 2016 to April 1, 2016. Before proceeding, please confirm whether your entity's registration is due for the current year. *Fees paid for filing an annual registration are non-refundable*. Entity annual registrations are due by April 1st of each year, but may be filed as early as January 1st.

What is the purpose of an annual registration?

The purpose is to comply with the law. The filing also confirms that the entity still exists. Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address.

What happens if I do not file the Annual Registration?

Entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ 14-2-1420, 14-3-1420, 14-2-1530, 14-3-1530, 14-8-51, 14-11-603 and 14-11-708.

I think I updated my entity last June, do I need to do it again?

Yes. The annual registration process is also the primary vehicle used to update entity accounts; therefore, multiple annual registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing another annual registration and paying the applicable filing fee. However, it is important to note that multiple annual registrations filed and fees paid in any one year do not "rollover" to the next year. An entity must file at least one annual registration each year between January 1st and April 1st.

Do I need to verify my information?

It is extremely important that each entity verify its information prior to filing. Corrections can only be made by filing another annual registration. The Secretary of State does not have the statutory authority to rescind annual registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. O.C.G.A. § 14-2-129.

How do I change an entity's address?

The address is changed by filing an annual registration. The registration may be filed, and changes made, online or with a paper form.

How do I obtain a paper annual registration form?

A paper form may be downloaded from the website by clicking on "Print Annual Registration Form" button.

Frequently Asked Questions

What types of entities are on file with the Corporations Division?

Business corporations, nonprofit corporations, professional corporations, limited partnerships, and limited liability companies are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. In some instances, the above entities that form in other states choose to file with the Georgia Secretary of State as "foreign" entities.

How do I change an officer(s) of a corporation?

Officer changes are made by filing an annual registration. The registration may be filed, and changes made, online or with a paper form. Georgia law regarding limited liability companies ("LLCs") requires only the listing of the registered agent; thus, officers for LLCs are not listed and there is no procedure to "change" them by filing with the Secretary of State.

What does "O.C.G.A." mean?

It stands for "Official Code of Georgia Annotated" and is often referred to as "the Code." In short, it is the law. Laws regarding corporations, LLCs and partnerships are found in Title 14 of the Code. Free public access to the Code is available at LexisNexis.

Are a corporation's bylaws filed with the Secretary of State?

No. Bylaws are maintained by the corporation.

Are the shareholders or owners of a corporation listed with the Secretary of State?

No. That information is maintained by the corporation.

Is there a minimum age for officers of a corporation?

No, the Georgia Business Corporation Code does not impose an age requirement for officers. However, members of the board of directors must be at least 18 years old.

Does the Corporations Division have phone numbers for entities or for their officers or registered agent?

No.



You have read this Step by Step How To Guide.

ANNUAL REGISTRATION WITH NO CHANGES

You have tried to file your Annual Registration,

but can not.

. What do you do?





Give us a call. We are here to assist you.



